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IN REPLY
REFER TO

DESC-CPA

JUL 03 2002

CONTRACTING INSTRUCTION (CI): 02-06
MEMORANDUM FOR CI Distribution

SUBJECT: DEPI Part 4, Administrative Matters

This CI is being issued to reflect the change in policy and procedures for the administration matters of active and inactive files.

This instruction is effective immediately and will expire upon inclusion in the DEPI. This CI replaces CI 99-17 in its entirety. Point of contact is Ms. Cheryl Creason at (703) 767-8471.

KEVIN M. AHERN
DESC Senior Procurement Official

Attachment:
DEPI coverage



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PART 4

ADMINISTRATIVE MATTERS

SUBPART 4.2 - CONTRACT DISTRIBUTION

4.201 Procedures.

(a) Contracts.

(1) Distribution of contracts at DESC Fort Belvoir will normally be performed within the buying division. Contracting personnel will document the file to indicate the distribution, including the date the copy was mailed to the contractor.

(2) All Commodity Business Units (CBUs) maintain their respective contract files within their respective division until retirement to the Washington National Records Center (WNRC) or until destruction if not eligible for retirement to the WNRC. If the records are not eligible for retirement to WNRC (within two years of destroy date) and the CBU does not have sufficient space to safely store the records, the records may be forwarded to DESC-CPC (space permitting) for retention until destruction.

(b) Contract bulletin procedures. After contract award, DESC-P offices (PC&S, Bunkers, Into-plane) issue Contract Bulletins via the DESC Web Page to apprise the end user of information and procedures that will enable DESC customers to order and receipt for product. For into-plane, the contract information is also printed by the National Imaging and Mapping Agency (NIMA) in the Flight Information Publication (FLIP), used by aviation crews. PC&S uses the Contract Information System (CIS), which is synonymous with the Contract Bulletin. The purpose of posting Bulletins to the DESC Web Page is to notify end users of DESC contracts and to eliminate the need to mail out award documentation to each customer.

(c) After awards are completed for each negotiated procurement, the contract specialist is responsible for placing one copy of the abstract in the solicitation file. In addition, where practicable, one copy of the abstract or summary of awards shall be provided to the Program Webmaster for posting to the web page. The abstract or summary of awards should indicate the successful awardees and award price, item numbers awarded, and any other information routinely requested under FOIA procedures. The points of contact for verifying what is releasable are the program attorney and the DESC FOIA Officer.

SUBPART 4.6 - CONTRACT REPORTING

4.670 Defense contract action data system.

4.670-3 Contracting office responsibilities.

(101) Responsibilities of the contracting division.

(a) All divisions shall prepare an original and one copy of the DD Form 350 (for actions over \$25,000) signed by the contracting officer, or DD Form 1057 (for actions of \$25,000 or less, in accordance with DFARS 253.204-71) as appropriate, for each debit or credit procurement action. The original shall be inserted in the contract file under Tab 38. The other copy shall be hand-carried to DESC-CPC, together with a copy of the award, preferably on the date of award or **no later than three days thereafter**. Where a message award/modification is made, do not hold the form for the return of the official stamped (date-time) copy, but provide a copy of the message released by the releasing official. If the award message does not contain the following details, annotate the information on DESC-CPC's copy.

- (1) Quantity of each item (product).
- (2) Unit price and total line item value.
- (3) Service for each item.
- (4) Award date.
- (5) Program number.
- (6) Conversion from foreign currency to U.S. Dollar.
- (7) IFB/RFP number.
- (8) Contract ordering/delivery period.
- (9) Bidder's Mailing List code.

(b) Multiple reports (DD Forms 350 or DD Form 1057) are required for any award/contract that covers both the set-aside portion (small business or labor surplus) as well as the non-set-aside portion.

(c) A DD Form 350 or DD Form 1057 will not be processed for the following:

- (1) Price changes resulting from economic price adjustment (EPA) clauses.

(2) Dollar value changes due to increases or decreases in Federal, State, or local taxes, or environmental fees

(d) When a contract is being terminated, a DD Form 350, or DD Form 1057, shall be submitted to DESC-CPC within 24 hours after the termination notice has been executed and transmitted by the contracting officer. A copy of the appropriate modification (Standard Form 30) will accompany each form submitted to DESC-CPC.

(102) Responsibilities of the DD Form 350 and DD Form 1057 control unit.

(a) DESC-CPC will verify the data contained on the DD Form 350 or DD Form 1057 to ensure the following: (1) dollar value for those actions requiring multiple forms is correct; (2) the size status of the contractor is correct according to the size status shown in the DoD Central Contractor Registration (CCR) database and (3) the form is complete with all required information.

(b) DESC-CPC will complete those applicable items of the forms. A copy of the form along with the other contractual documents will be used by DESC-CPC for input into the computer system for the preparation of the DESC Annual Fact Book. The DD Form 350 and DD Form 1057 information will be uploaded into the DLA Contract Action Reporting System and PBP program on a daily basis.

(103) Instructions for completion of the DD Form 350.

Instructions for completion of the DD Form 350 are found at DEPI Part 53, DFARS 253.204-70(a) through (f), and (paragraph 102 above). Supplementary instructions and domestic and foreign country codes are found in Appendix C.

(104) Instructions for completion of the DD Form 1057.

Instructions for the completion of the DD Form 1057 are found at DEPI 4.670-3(101) and DEPI 53.204-71

SUBPART 4.8 - CONTRACT FILES

4.801 General.

(a) Official files. Each purchasing division is responsible for preparing and maintaining official records pertaining to solicitations and contracts. Official files will consist of preaward (solicitation) files, contract files, combination preaward/contract files, and contractor general files. (For contractor general files, see DEPI 4.801(c)(3)); for all other files, see DEPI 4.803.) These files will be maintained in accordance with this regulation, DLAI 5015, and Part 4.8 of the FAR and DFARS 4.8.

(c) (3) Contractor general files. Preparation and maintenance of this file is the responsibility of DESC-CPC, with input from the buying division. The standard file

folder (see 4.803-101(a)) is divided into two sections: Bidders Mailing List(s) and Contractor General Files.

(i) The first half of the standard file folder will be used exclusively by DESC-CPC for maintaining the SF 129 and related documents.

(ii) The second half of the standard file folder will be maintained by DESC-CPC with information furnished by the buying divisions. Documents forwarded to DESC-CPC for inclusion in this file will be clearly marked with the bidder code and instructions to file in the Contractor General file. Documents contained in this part of the folder will include:

(A) EEO Report.

(B) Preaward Survey.

(C) Dunn and Bradstreet Report.

(D) Cost Accounting Standards Disclosure Statement.

(E) Correspondence or other data of a general nature which relates to a contractor's ability to perform.

4.802 Contract files.

(d) Maintenance of contract files after award.

(1) Responsibilities of the Commodity Business Unit (CBU):

(i) The contract specialist will be responsible for all postaward supporting documentation.

(ii) When a contract is modified to change the contract delivery period, the person performing administration on that contract will revise all dates on the contract file folder label (see 4.803-101(b)).

(iii) The applicable contracting officer will be responsible for obtaining the contractor's signature on a bilateral modification to a contract. The procedure under 4.201(c) above will apply to modifications requiring two-party signature.

(iv) Ensure all administrative contract closeout actions are fully and satisfactorily accomplished.

(101) Signing out contract files. Each person signing out a contract file from DESC-CPC is responsible for that file until its return to DESC-CPC. If a person's name

is on the sign-out card, and that person forwards the contract file to another branch, he will enter on the sign-out card the name of the current holder of the file, the division code, and the date of the contract file's transference.

(102) Maintenance of contract files after physical completion. Contact closeout actions begin upon receipt of notification of physical completion (final delivery). Retire contracts promptly and in accordance with DEPI 4.804 to avoid safety violations within the CBU. Retired files move directly from the CBU to the WRNC for long-term storage. There is no staging of files in DESC-CPC. It is recommended that files be forwarded to retirement at WRNC for storage at least quarterly to avoid unsafe staging within the CBU

(a) Contract files retained for the DESC Office of Council (DESC-G) are segregated and kept on the Lektriever that holds ONLY files held for legal issues. These files are maintained by DESC-CPC and logged on a shared database.

(b) Contract files ineligible for shipment to WRNC are maintained by the CBU or by DESC-CPC. .

(1) Notify DESC-CPC when destruction occurs outside of DESC-CPC.

(2) DESC-CPC will post all on-site destruction to the appropriate shared databases.

4.803 Contents of contract files.

(a) Preaward file (multiple awards). The preaward file will be prepared and maintained by the office originating the solicitation. Each file will contain the documentation specified in FAR 4.803, as applicable, and all information or documentation sufficient to clearly set forth the details of the requirement(s), the offer(s) received, and the evaluation. The file will be structured in accordance with 4.803-101, paragraphs (c), (d), (e), and (f), starting with section A on the inside front cover. Section D and various tabs of sections B and C will not be used. The preaward file will be retained by the buying division until pertinent contract files are retired.

(b) Contract file (multiple awards). The contract file will be prepared by the office originating the contract. As a minimum, each contract file will contain the documentation specified in FAR 4.803, except for documents required to be placed in the preaward file. Any additional information which clearly and completely details the award procedure and resultant contract will be included in this file. The contract file will be structured in accordance with 4.803-101, paragraphs (c), (d), (e), and (f), starting with section B opposite the inside front cover. The contract file will not include section A or any documents thereto (see 4.803-101(e)(2)). As a minimum, the file will contain tabs 20 through 28 of section B, tabs 37 and 38 of section C, and tabs 43 through 45 of section D, and DLA Form 678, as applicable. In accordance with FAR 4.802(f) and FAR 4.803(b), to the maximum extent practicable, all Price Adjustment Modifications (PA Mods) shall

be electronic. In addition, a printout summary of the contract's price adjustment history shall be maintained in the hard copy file as part of the closeout procedure. Electronic versions of the modifications are available until the destroy date from Prices to Web, DFAMS, and "Prodprc" which stands for "Production Price (Escalation) System." The summary history should be filed under Tab 47 of the hard copy file.

(c) Combination preaward/contract file (single award). This file is used when only one contract results from a solicitation. The file will be prepared by the office originating the solicitation/contract. The information specified in paragraphs (a) and (b) above will be included in the file and the file will be structured in accordance with 4.803-101, paragraphs (c), (d), (e) and (f). The combination file will include sections A through D of DLA Form 678, with section A on the inside front cover.

(d) Additional files. Additional files will be used when the basic file cannot hold all of the required documents. Re-advertised or supplemental solicitation files will be in accordance with 4.803, paragraphs (b), (c), and (d), and 4.803-101. When bulky documents such as bid abstracts or computer evaluations preclude the use of the standard file folder, other suitable folders may be used. The file label should show the series number 820.10, the solicitation (or contract) number, and the title of the file. The DLA Form 678 will be clearly annotated to allow for cross-referencing of files.

(e) Contract work files. Contract work files may be used when they are essential to the daily operation of the buying division. These files will not contain originals of materials that properly belong in the official files. Work files will be reviewed periodically to ensure that these procedures are followed. Destroy contract work files as soon as practicable once they are no longer needed.

(101) Preparation of standard solicitation/contract folders.

(a) General. A multi-section, pressboard file folder will be used for filing all documents pertinent to a solicitation/contract, except for documents related to simplified acquisitions. Folders may be ordered from DSS on a DLA Form 699 under NSN 7530-00-990-8884.

(b) File identification.

(1) File covers will be stamped in indelible ink as follows:

(i) In the case of multiple awards under a solicitation, the file containing preaward documents will be stamped "Preaward File." Files containing the contractual documents will be stamped "Contract File."

(ii) In the case of a single award under a solicitation, the file containing both preaward and contractual documents will be stamped "Preaward and Contract File."

(c) File labels. As files are created they will be labeled on the right side of the folder tab. Samples of labels are provided below:

(1) For a Category "D" or "G" preaward, contract, or combination folder, the following sample is provided. Assume the following: contract final delivery 30 Jun 95, allow for 60 days from final delivery for final payment to be made, contract is Fixed Price W/EPA which allows for 20 months to close out the contract, allow 6 Years 3 Months from final payment to DEST):

811.50A(1)(a) PHYSICALLY COMPLETE= 30 JUN 95 SP0600-XX-D-XXXX
FINAL PAYMENT = 29 AUG 95
CONTRACT CLOSED = 30 FEB 97
DEST = 29 NOV 01

Note: Transactions that exceed the simplified acquisition threshold; Destroy 6 years and 3 months after final payment.

(2) For a Category "M" simplified acquisition folder, the following sample is provided. Assume final contract delivery 30 Jun 96.

811.50A(1)(b) PHYSICALLY COMPLETE =30 JUN 96 SP0600-XX-M-XXXX
FINAL PAYMENT = 29 AUG 96
CONTRACT CLOSED = 29 AUG 96
DEST = 29 AUG 99

Note: Transactions at or below the simplified acquisition threshold; Destroy 3 years after final payment. (*Destruction only occurs quarterly: Jan, April, July and October.)

(3) For Foreign Military Sales (FMS) the following sample is provided. Assume final contract delivery 30 Nov 01.

811.50E PHYSICALLY COMPLETE = 30 NOV 01 SP0600-XX-X-XXXX
FINAL PAYMENT = 29 JAN 02
CONTRACT CLOSED = 29 JUL 03
DEST = 29 JAN 12

Note: FMS contracts; destroy 10 years after final payment.

XX represents the last two digits of the fiscal year.
X represents the appropriate letter identifying the type of solicitation or contract.
XXXX represents the contract serial number (refer to 4.7003(b)).

(d) At the time the contract files are being assembled and labeled, use the guidance below to establish the dates shown

above. If the period of performance, the final payment or the date contract closeout is completed change significantly, the label should be changed to reflect the new date.

(1) Physically Complete – Deliveries complete, supplies/services accepted, end of period of performance.

(2) Final Payment – This date is 60 days from last delivery or end of period of performance. This allows for 30 days for the contractor to invoice and 30 days for DFAS to pay. Final Payment date is the closing date for the record..

(3) Contract Closed – Contract Closed refers to the successful completion of contract closeout efforts. FAR 4.804-1 establishes the time frame for this effort to be completed. SAT – upon final payment, FFP other than SAT – 6 months after physically complete, contracts with indirect costs – 36 months after physically complete, all other contracts – 20 months after physically complete.

(4) DEST - The contract destroy date (DEST) (refer to DLAI 5015.1, Series 811.50) for category "D" and "G" contracts is six years, and three months after the final payment For category "M" contracts, the DEST is three years after final payment. For FMS contract the DEST is 10 years after the final payment.

(e) File Content List. DLA Form 678 will be used in all preaward, contract, and combination folders. The form is self-explanatory and consists of the following:

<u>SECTION</u>	<u>TITLE</u>	<u>TAB NOS.</u>
A	Planning and Solicitation	1-17
B	Preaward Data	18-32
C	Other Support Data	33-42
D	Contract	43-49

(1) When filled out, the form is placed on top of the first section inside the front cover of the file on top of section A in the case of preaward or preaward/contract files, or on top of section B for contract files.

(2) In the case of contract files where preaward documents are contained in a separate file, the preaward file number will be clearly identified for reference purposes. For example, applicable tab numbers under sections A or B of a negotiated procurement would be marked "See RFP SP0600-XX-X-XXXX." The same procedure applies to sealed bid procurements.

(f) Review/approval forms. DESC Form 15.1, 15.7, or 15.7a, and DLA Form 677 if applicable, will be filed in the preaward file, the combination preaward/contract file, or the contract file as follows:

(1) DESC Form 15.7a, and DLA Form 677 if applicable, shall be filed in the preaward file on top of section B.

(2) DESC Form 15.7a, and DLA Form 677 if applicable, shall be filed in the contract file inside the front cover opposite section B and DLA Form 678.

(3) If only one contract results from the solicitation, the appropriate DESC form, and DLA Form 677 if applicable, shall be filed in the combination file on top of section B.

4.804 Closeout of contract files.

4.804-1 Closeout by the office administering the contract.

(101) Starting contract closeout: Contract closeout shall begin upon receipt of evidence by the ACO that the final delivery is completed and accepted. Confirm with the contractor, in writing or electronically, that final payment has been received. Additionally, verify that final payment has been made using a government source. This can be done using a DFAMS query locally or by asking DFAS to provide a payment history. During this effort, the voucher/invoice number and date needs to be gathered from the contractor or DFAS. Confirm with DESC-G that there are no outstanding legal issues. For FOB Origin contracts, verify that there are no outstanding claims for transportation costs, including demurrage and dead-freight claims. File all responses in the contract file. If responses or verifications are delayed, (DFAS cannot confirm final payment) this does not prevent the inactive files from being retired. Maintain the late responses in an office file until destruction. For a complete list of closeout procedures see FAR 4.804-5. DD Form 1594 Contract Completion Statement shall be used to document the closed contract. A copy of the completed DD Form 1594 shall be forwarded to the payment office for their records. If there are no legal or payment issues preventing the files to be sent to WNRC, prepare a SF 135 for file retirement.

(102) Files for contracts that are physically complete: Files for contracts that are physically complete (final delivery is made) and close out efforts are underway, shall be prepared for long term records storage at the Washington National Records Center (WNRC) in accordance with DLA 5015.1, DLA Records Management Procedures and Records Schedule. Preparation for storage must include the following clerical and administrative tasks to support the requirements for file contents (See DEPI 4.803, Contents of contract files) and general environment recycling program guidelines. (For example paper files will contain only paper, discs (i.e. floppy, 3 1/2" floppy or compact) are stored in other than paper files)

(a) Labels are secured to the file folder. If needed, staple or scotch tape or glue label to the contract folder to ensure easy identification of aging paper files.

(b) Files are filed properly and in order within the physical restraints of the folder itself (DLA Form 699/ NSN 7530-00-990-8884.)

(c) Labels are legible and reflect the contents of the file. Include the volume number if more than one volume is used.

(d) All non-paper filing is removed from paper file (including plastic document protection covers, computer discs, etc.)

(e) All paper clips and metal fasteners are removed in support of environmental recycling program. Wire staples and metal prong fasteners (without compressors) may be used to maintain the integrity of the file for future reference.

(f) All unnecessary, and duplicated information should be removed from files.

(1) The corresponding pre-award files are paired up with the contract files at this time for concurrent storage, if files are not one in the same. If all contracts awarded under a solicitation are not retired at the same time, the corresponding pre-award file may be retained until the last contract file is either submitted for storage or is destroyed.

(2) Place all contract files in filing order when ready for retirement in the appropriate storage contain (box) required by WRNC:

(i) Standard-size record box for legal or letter size files/NSN8115-00-117-8349;

(ii) Magnetic tape box/NSN 8115-00-117-8347

(iii) Microfiche box/(special order-GSA)

(4) Establish an accession of contract files (i.e. 1 box or 100 boxes) ready for shipment to the WNRC.

(i) Obtain an Accession Number from DESC-CPC.

(ii) Mark boxes per instructions on container.

(iii) Fill out SF 135 blocks 3,5, (d)(e)*(f)(h)(i), when files are ready for retirement to the WNRC.

(iv) Forward completed SF 135 to DESC-CPC for signature and further processing.

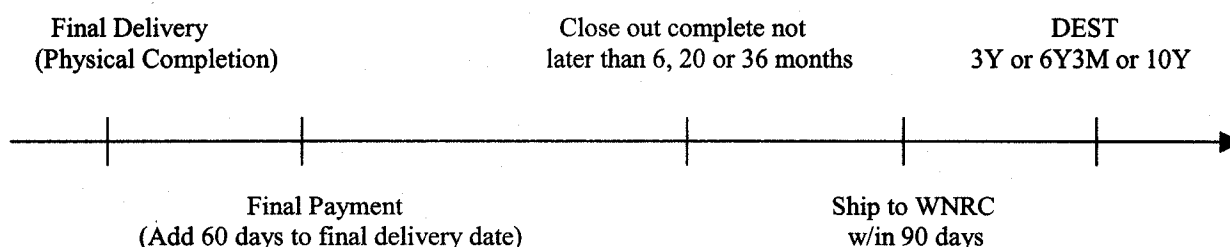
(v) Upon receipt of APPROVED SF 135, from WNRC enclose APPROVED copy in the first box of the accession.

(vi) Ship entire accession (i.e. box 1 of 10 through 10 of 10) by appropriate method of delivery. Coordinate with mailroom for parcel post or commercial courier pick-up.

(vii) DESC-CPC will maintain an Excel spreadsheet on a shared drive to track and monitor the stored files, from receipt, relocation and destruction. Should it become necessary to recall a stored file from the WNRC, contact DESC-CPC for assistance.

Note: *(f) Be sure to include contract number and contractor name, when applicable. The Final Payment Date is the closing date for the record..

(103) Retirement of completed contract files: Upon successful completion of contract closeout efforts, completed contracts can be retired to the WNRC immediately. A CBU may choose to batch the closed contracts for quarterly shipment to the WNRC. The time line below summarizes the process.



4.805 Disposal of contract files.

(101) Contracts ineligible for long-term storage: If contract files are ineligible (within two years of disposal) for long-term storage at WNRC, the records will be retained within the CBU until the DEST date. The CBU will provide DESC-CPC with a list of all contracts destroyed on-site. DESC-CPC shall be responsible for on-site destruction of all documents forwarded to them for storage due to space limitations within the CBU. DESC-CPC shall keep a record of all contract files destroyed on-site.

SUBPART 4.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

4.7003 Basic procurement instrument identification number.

(a) Solicitations and all other instruments except contracts.

(1) DESC-CPC is responsible for issuing procurement instrument serial numbers for IFBs, RFPs, RFQs, lease agreements, notices of intent, and all others except

contracts. The buying division will advise DESC-CPC which of the following letters is applicable when requesting the procurement instrument serial number:

- (i) IFB - Code B
- (ii) RFP - Code R
- (iii) All other (except contracts), such as request for quotation - Code Q, lease agreements - Code L, notice of intent - Code N, etc.

(2) DESC-CPC will maintain separate registers to regulate the assignment of numbers in each of the above three categories. Serial numbers within each of these registers will start with 0001 at the beginning of each fiscal year and will be sequentially assigned. Serial numbers will be obtained from DESC-CPC verbally, except for reserved solicitation/bulletin numbers. These reserved numbers are assigned permanently and are shown below. The seventh and eighth digits of the alphanumeric solicitation will reflect the fiscal year in which the solicitation is issued. The Ground Fuels Divisions (DESC-PE and DESC-PL) do not use assigned numbers but are assigned the next number in sequence on the appropriate register by DESC-CPC.

<u>BUYING DIVISION</u>	<u>PURCHASE PROGRAM</u>	<u>SOLICITATION NO.</u>
PH domestic	Into-Plane	R-0023 & R-0123
PH overseas	Into-Plane	R-0012
PH domestic	Bunkers--CONUS	R-0114
PH overseas	Bunkers--OCONUS	R-0013
BZ domestic	InlandEast	R-0061
	Bulk Lubricants	R-0066
	CONUS FSII	R-0067
	Rocky Mountain/West	R-0161
BZ overseas	Atlantic/Europe/ Mediterranean	R-0033
	OCONUS FSII	R-0076
	WESTPAC	R-0077
	Deepfreeze	R-0095
	FMS Israel	R-0144
Missile Fuels	All programs	R-0300-0399

(b) Contracts.

Based on past contract usage, each buying division/program is assigned a block of contract serial numbers, as shown below.

<u>DIVISION/PROGRAM</u>	<u>CONTRACT NUMBER</u>
<u>Into-Plane, Bunkers</u>	0001-0399 (PH)
(Reserved)	0400-0449
<u>Bulk Fuels Division</u>	
Domestic, Overseas	0450-0649 (BZ)
<u>Bulk Lubricants/FSII</u>	0750-0849 (BZ)
<u>Crude Oil</u>	7000-7499 (BZ)
<u>Defense Energy Region Europe</u>	0850-0999
<u>Missile Fuels</u>	1500-1599
(Reserved)	1600-1999
<u>Ground Fuels (PC&S)</u>	
Overseas, Alaska, Cool Barge, Hawaii, AF Sites	
Division I	1000-1249 (PE)
Division II	1250-1499 (PL)
<u>DIVISION/PROGRAM</u>	<u>CONTRACT NUMBER</u>
All other Domestic programs, including Puerto Rico	
Division I	4000-4499 (PE)
Division II	4500-4999 (PL)
Repurchases	
Division I	6000-6500 (PE)
Division II	2000-2499 (PL)
(Reserved)	2500-3999
<u>Storage and Aircraft Refueling</u>	5000-5899 (FP)
<u>DFSC-FP miscellaneous procurements</u>	5900-5999 (FP)

<u>Coal</u>	0650-0749 (APC)
<u>Natural Gas</u>	7500-7999 (AE&AW)
<u>Electricity</u>	8000-8249 (APE)
<u>Privatization & Energy Conservation</u>	8250-8499 (EP)
<u>Fuels Automated Systems (FAS)</u>	9001-9010 (S)

Records or logs of assigned numbers will be maintained by each buying division and will, as a minimum, identify the contractor, program number, contract number, dollar value, and award date. To the extent possible, contract numbers will be assigned sequentially. Towards the end of a fiscal year, contract numbers of the succeeding year may be assigned; however, award of such contracts will not be made prior to the beginning of the successive fiscal year.

4.7004 Supplementary procurement instrument identification numbers.

(b) Amendments to solicitation documents, supplemental solicitations.

(1) During the 6 or 12 month period of a programmed annual buy, or during the course of a multiyear buy, it may become necessary to acquire additional items under that program. Follow-on procurements for a DESC programmed buy are called supplementals. **For multiyear programmed buys, contracting officers will take care to treat a supplemental solicitation as a new acquisition. Procedures for full and open competition, synopsis, multiyear D&F's (including Present Value Analysis), and all other appropriate acquisition policies will be followed.**

To continue the identification of the acquisition with that specific program, the supplemental solicitation for the additional requirement is issued bearing the next successive number for IFBs, or by adding a four position numeric serial number after the basic RFP number. The resultant solicitation document number will be numbered sequentially as illustrated below.

Amendments to the basic or to a supplemental solicitation document will be identified in block 2 (SF 30) by a four-position numeric serial number in sequence for the solicitation being modified as illustrated below.

RFPs (Domestic and Overseas):

Program RFP SP0600-96-R-0076

Amendment 0001

Supplemental RFP within the same Program S0600-96-R-0076-0001

Amendment 0001

Amendment 0002

This numbering system was mandatory beginning with new basic program solicitations issued on or after 1 October 1995.

(2) Amendment serial numbers will be assigned within the buying divisions.

(c) Modifications of contracts and agreements.

(1) Modifications issued by the buying divisions will be numbered P00000. Those issued by DER-E will be numbered A00000.

(2) Computer generated price change modifications will be numbered PA0000 for DESC-PE, PH, and PL, and PD0000 for DESC-BZ, instead of A00000 or P00000.